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22 May 1968

MEMORANDUM FOR: Director of Training

THROUGH : Chief, Operations School

SUBJECT : Course Report, CS Records I, #7-68, and  
CS Records II, #6-68

Student Body

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1. Sixteen CSCTs, ten men and six women, completed the course. A seventeenth, [REDACTED], was called away to EUR on an interim assignment.

Course Curriculum

2. There were no changes from the preceding courses.

Course Conduct

3. As usual when dealing with CSCTs, these courses were presented as a unit and full time instead of part time. CS Records I was compressed into one and one-half days. The lecture portion of CS Records II was given in the afternoon of the second day. We were able to do this successfully in part because of the cooperation of the speakers, and in part because of the small size and unusual quality of the class.

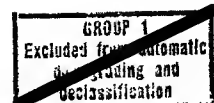
Instructors

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4. [REDACTED] Acting Division Chief of the Far East Intelligence Service Group, Central Reference Service, made his first appearance as the CRS representative. His talk was well received and he was asked a number of questions. He is scheduled to appear again at the next course.

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5. [REDACTED] OTR/CTP, gave an excellent opening talk to the class, drawing on his Field and Headquarters experience to considerable effect. The fact that he had been through the CT program himself helped to establish rapport which continued through the rest of the course.



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Chief Instructor's Comments

6. This was an unusual class in several ways. Some of the students had desk experience and a few had considerable experience in tracing. The majority were graduate students, experienced in research and quick to recognize and follow leads. The relatively small size of the class made discussion easy, and most of the students contributed interesting and valuable sidelights from their civilian and Agency experience.

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7. [REDACTED] who has worked since 1961 in SB, and [REDACTED] who has served with FE/[REDACTED] and in Saigon, remarked in informal conversation that each had begun work in Clandestine Services with no records training whatever. Each was emphatic about the amount of time wasted in false starts and pointless duplication, and each was equally thoughtful about information possibly lost or misfiled through ignorance. It was their consensus that no Case Officer should be put to work, either at a desk or at a station, without having first been put through some basic course such as CS Records I. This tends to reinforce the conclusions which we have stated in previous reports.

8. In view of the short notice on which this course was requested and scheduled, I have expressed my appreciation to the various guest speakers for their cooperation in adjusting their schedules so as to appear before the class.

[REDACTED] 25X1A9a

Chief Instructor

Attachments

- A. Course Schedule
- B. Student Roster

Distribution

Original - DTR

- 1 - DDP/[REDACTED]
- 1 - CI [REDACTED]
- 1 - OTR/CTP
- 1 - C/OS/TR
- 2 - Course Files
- 1 - Chrono

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